

LISTENING AND RESPONDING [1]

<b>Reviewing messages</b>	
Review:	
• New voice messages	[1]
• Saved voice messages	[1] [2]
• New e-mail messages	[2]
• Saved e-mail messages	[2] [2]
• New fax messages	[3]
• Saved fax messages	[3] [2]

**TIP:** Use playback controls as desired (see reverse).

<b>Forwarding a message</b>	
• At end of message	[6]
• To forward message...	
...Without comment	[1]
...With comment	[2]
• When finished	[#]
• Specify address	
• When finished	[#]
• After entering all addresses	[#] [#]
• Send message	[#]

<b>Replying to a message</b>	
• At end of message	
- Reply to sender	[8] [1]
- Reply to all	[8] [2]
- Reply to sender with original	[8] [3]
- Reply to all with original	[8] [4]
• Record reply	
• When finished	[#] [#]

<b>Replying by calling internal caller</b>	
• At end of message	[8] [8]

PRINTING A FAX OR E-MAIL [1]

<b>Printing a message after reviewing</b>	
At the end of the message, choose:	
• To print to default fax number	[2] [1]
• To print to alternate fax number	[2] [2]
• To print from the fax machine you are using	[2] [3]
• To send a fax to another recipient	[2] [4]

<b>Printing messages before reviewing</b>	
Print:	
• All new fax messages	[8] [1]
• A list of all messages in inbox	[8] [2]
• A list of all new messages in inbox	[8] [3]
Choose:	
• To print to default fax number	[1]
• To print to alternate fax number	[2]
• To print from the fax machine you are using	[3]
• To send a fax to another recipient	[4]

PERSONALIZING YOUR MAILBOX [4]

<b>Recording or changing prompts or greetings</b>	
Record prompt or greeting:	
• Personal greeting	[1]
• Extended Absence greeting	[2]
• Optional greeting 1	[3]
• Optional greeting 2	[4]
• Please Hold prompt	[5]
• Name prompt	[6]
If prompt or greeting is already recorded:	
• Accept recording	[1]
• Rerecord	[2]
• Delete prompt or greeting	[3]

<b>Using special features</b>	
To set:	
• Find Me on or off	[2] [1]
• Call Me on or off	[3] [1]
• Caller requested Notify Me on or off	[4] [1]
• Automatic Notify Me	[4] [2]
• Call screening	[5]
• Intercom paging	[7]
To review active options	[9]

<b>Changing call handling</b>	
Choose:	
• Block all incoming calls	[1]
• Prompt when extension not answered	[2]
• Prompt when extension busy	[3]
Select:	
• Optional greeting 1	[1]
• Optional greeting 2	[2]
To review active options	[8]
To return to normal call handling	[9]

<b>Setting a default fax number</b>	
Enter the new telephone number	
• Confirm	[1]
• Change	[2]

<b>Recording or changing announcements</b>	
Enter the announcement number	
<b>OR</b>	
If announcement is already recorded:	
• Accept recording	[1]
• Rerecord	[2]
• Delete announcement	[3]

<b>Managing personal distribution lists</b>	
• Create list	[1]
• Edit list	[2]
• Delete list	[3]
• Review active lists	[4]

<b>Changing your password</b>	
• Enter new password, followed by	[#]
• Reenter new password, followed by	[#]

RECORDING AND SENDING [2]

<b>Creating a new voice message</b>	
• Record message	
• When finished	[#]
• Enter destination address, followed by	[#]
• After entering all addresses	[#] [#]
• Specify delivery options (see below)	
• Send	[#]
To cancel recording	[*]
To spell name	[#]

<b>Delivery options</b>	
• Send immediately	[#]
• Mark as priority/not priority	[2]
• Mark for future delivery	[4]
• Mark as private	[5]

<b>CALL ANSWERING</b>	
When answering Find Me, Call Me, or screened calls:	
• To accept a call	[#]
• To reject a call	[1]
• To replay a Find Me or Call Me message	[3]

<b>SHORTCUTS</b>	
Bypass welcome greeting	[#]
When reviewing messages, skip:	
• From New to Saved to Deleted	[#] [#]
• To start of message	[1] [1]
• To end of message	[3] [3]

<b>GENERAL TIPS</b>	
<b>Pressed the wrong key?</b>	
To cancel or back up, press	[*]
<b>Go back to Main menu?</b>	
Press [*] repeatedly until you hear “Main menu...”	
<b>Exiting your mailbox</b>	
Return to the Main menu, and press [*] again, or hang up.	
<b>Want to hear the menu again?</b>	
While listening to a menu, press	[0]

**NOTE:** Your system may not support all features. For more information, check with your system administrator.

**NOTE:** This Quick Reference Guide should be printed only on 8½ x 14 inch stock. Printing it on stock of other sizes (such as 8½ x 11) makes the print too small to read.

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Aria® Telephone User Interface for Avaya Modular Messaging

QUICK REFERENCE GUIDE

ABOUT THIS GUIDE

Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with Avaya Modular Messaging, the sooner you can put it to work for you.

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the Aria® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

**Note:** Depending on the way your system is set up, some features in this guide may not be available.

ENTERING THE SYSTEM

- From your office extension:
- Call the system access number.
  - Enter your password followed by [#].
- From someone else's office extension or from outside your organization:
- Call the system access number.
  - Do one of the following:
    - If the extension has an associated Modular Messaging mailbox, press [\*] [#].
    - If the extension does *not* have an associated Modular Messaging mailbox, press [#].
  - Enter your mailbox number.
  - Enter your password followed by [#].

